

STANDBY RESERVE SOP

STATINTL

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1. A report of separations comes around each month. [] will make the ones he wishes you to fill in a form on (Attachment 1).
2. A copy of these names are then forwarded to OP File Room, Attention: [] to pull the jackets. You or someone will then go to the File Room to screen the folders for certain information and two (2) cards are made up on each individual from this information (Attachment 2, sample card Form 1701).
3. A list of those persons screened from the jackets is sent to Office of Security for clearance.
4. When clearance is obtained, the 1st contact ltrs (Attachment 3) are forwarded to the individuals. Make an Original and one and keep the carbon copy for your files until the original is returned.
5. When 1st contact letter is returned, pull carbon copy and destroy. Record the date when letter was forwarded and when returned with remarks and new address, if any, on cards.
6. If you get requests for employment from Communications, call Personnel Officer in Commo and ask if interested. If from other offices, forward thermo copy of letter to Division Personnel Officer.
7. Fill in a form letter (Attachment 4) requesting this office be notified in case of employment and send to File Room for inclusion in file of each individual accepting or who has been accepted by this Agency for the Standby Reserve Program.
8. About two years after the 1st contact letter is returned, the second contact letter (Attachment 5) is sent asking if they are still available. Their answers and/or remarks are recorded on both cards immediately after the remarks of the first contact letter with the appropriate dates.
9. All contact letters are sent registered (return receipt requested) with remark to add postage to enclosed envelope (Attachment 6), pink slip. A large bundle of letters may be sent on one slip as shown, but other wise fill out slip as indicated.
10. Postmaster letters are sent to the postmasters when you are not sure of the correctness of the address you already have. (Attachment 7)